

NEW EMPLOYEE CHECKLIST

FULL TIME EMPLOYEE

Elected Official/Department Head

☐ Ensure employee has completed criminal history check.

Payroll

Personnel File

☐ Employment Application

☐ W-4's

☐ Federal

☐ State

☐ Emergency contact information sheet.

☐ PERF (non-deputy)

☐ Employee handbook/computer policy acknowledgement.

☐ Drug & alcohol policy acknowledgement.

☐ Payroll change form.

☐ Criminal history check.

☐ Direct deposit form.

Medical File

☐ SIHO application.

☐ Centric participation.

☐ Humana application.

☐ Pre tax premium form

☐ Flex spending form

I_9 Immigration Status

☐ I-9 form

☐ Copy of driver's license

☐ Copy of social security card.

☐ Copy of other ID _____ (type of ID)

Employee set up

☐ Indiana new hire website

☐ Payroll system

☐ E-Verify

☐ Health insurance

☐ Retirement

Notes:

Payroll Signature

Date

NEW EMPLOYEE CHECKLIST

PART TIME EMPLOYEE

Elected Official/Department Head

___ Ensure employee has completed criminal history check.

Payroll

Personnel File

___ Employment Application

___ W-4's

___ Federal

___ State

___ Emergency contact information sheet.

___ Employee handbook/computer policy acknowledgement.

___ Drug & alcohol policy acknowledgement.

___ Payroll change form.

___ Criminal history check.

___ Direct deposit form.

___9 Immigration Status

___ I-9 form

___ Copy of driver's license

___ Copy of social security card.

___ Copy of other ID _____ (type of ID)

Employee set up

___ Indiana new hire website

___ Payroll system

___ E-Verify

Payroll signature

Date

TERMINATION CHECKLIST

Employee Name _____

Department _____

Elected Official/Department Head

Involuntary Termination

___ Notify IT to have employee's network access and voice mail closed effective at the time of termination.

For all terminations

___ Send Payroll Change Notice to Payroll listing last day worked and unused vacation due the employee.

___ Send updated Employee Service Record to Payroll.

___ Send letter of resignation to Payroll for voluntary terminations.

___ Notify IT to have employee's network access and voice mail effective the last worked.

Payroll

___ Enter termination date into payroll system.

Insurance

___ Complete change form.

___ Fax change form to SIHO.

___ Change deduction in payroll system to inactive.

Benefits

___ Terminate dental plan online.

___ Terminate vision plan online.

___ Change deduction in payroll to inactive.

AFLAC

☐ Change deduction in payroll to inactive.

Retirement

PERF

☐ Complete employee separation online.

Other retirement accounts

☐ Change deduction in payroll to inactive.

County Equipment

☐ ID badge.

☐ Keys.

☐ Other County equipment.

Notes

Payroll Signature
